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July 15, 2021

INVITATION FOR BID

GSA-029-21

Printing services for Heat Transfer Cigarette Tax Stamps

Question(s) and Concern(s) received from Meycord Revenue, Inc. on 6/11/21

Question #1:

Guam has provided bid documents on the GSA site? Is there a physical copy of the solicitation form that will be mailed to vendor?

Response:

Yes, the General Service Agency has published IFB-GSA-029-21 on its website (www.gsa.doa.guam.gov) on June 2, 2021. No, a physical copy of the solicitation form will not be mailed to vendor. All interested bidders may download a pdf copy of the IFB documents from the General Services Agency website (www.gsa.doa.guam.gov) or can obtain a hard copy at the General Services Agency located at 148 Route 1, Marine Corp Drive Piti, Guam 96915 from 8:00am-5:00pm, Monday through Friday.

Question #2:

Will the rolls of 30,000 stamps and rolls of 7,200 stamps only be for packs containing 20 cigarette (20s)?

Response:

Yes, packs contain 20 cigarettes.

Question #3:

Can you confirm the bidder must provide letters of references from the machine manufacturers that stamps are compatible with stamping equipment?

Response:

No, the bidder is not required a manufacturer's letter of reference. However, the bidder is required that the submission include the number and types of machines (i.e., machine model numbers) that the stamps are compatible with and the state(s) these machines can operate in. This should be part of the submittal under the General Terms and Conditions #9 Brochure and Descriptive literature (Reference page 1 of 34 and Page 25 of 34 in the bid packet).

Question #4:

In order to demonstrate experience providing tax stamps compatible with equipment in use by the States, please confirm vendors must provide at least 2 references from the States that are currently using vendor proposed stamp in a production environment.

Response:

No, the bidder is required to provide 2 references from the States that are currently using vendor proposed stamp. However, the bidder is required to submit reference of the make and model number of the machines (i.e., machine model numbers) that the stamps are compatible with and the state(s) these machines can operate in. This should be part of the submittal under the General Terms and Conditions #9 Brochure and Descriptive literature (Reference page 1 of 34 and 25 of 34 item #9 in the bid packet).

Question #5:

Does the Department of Revenue and Taxation require 1 delivery of stamps per year? Should vendors include the cost of shipping in the price per stamp?

Response:

Yes, at least once per year. Yes, the shipping cost must be included in the price of the stamp.

Question #6:

Can the Department please provide an example of the required certificate from the manufacturer? Is there specific information that the tax stamp manufacturer will be required to provide?

Response:

No, we do not have a sample of the certificate to provide. The successful bidder is required to furnish a certificate from the manufacturer indicating that the goods meet the required specifications. (Reference page 25 of 34 #26 in the bid packet).

Question #7:

Would the Department provide a mechanism for vendors to electronically submit bid documents?

Response:

No, Bidders must submit sealed bid packages to 148 Route 1, Marine Corps Drive, Piti Guam 96915 on or before bid opening time and date. Bid packages received after the specified date and time is considered late and will not be accepted.

Question #8:

Can the Department please clarify the format and structure vendors are required to use in providing their bid response? Should vendors include the following in their proposal document: Overview of experience and capability, Technical Response to Specification B. Requirements, Price Executed Documents.

Response:

The structure of the submittal is dependent of each vendor's style of proposal as long as all required items are included in the submittal. Best practice is to submit information based in the order that the IFB is presented. All product/service information, notarized affidavits, and pricing information must be in a sealed bid package.

Question #9:

Please confirm bids are due at June 18th 10:00 am Guam Local Time (GMT+10).

Response:

No. Refer to Amendment #4

Question(s) and Concern(s) received from Meycord Revenue, Inc. on 6/16/21 relative to issuance of Amendment #1

Question #1:

Meycord Revenue previously mailed its complete bid package to the Government of Guam on Monday June 15th to ensure it would be delivered by the original due date of June 18th. As of the time of Meyercord Revenue sending its physical bid documents, Guam has not published the vendor Q&A responses. Is there a timeline for a Q&A to be provided so we can determine if we need to resubmit our bid package?

Response:

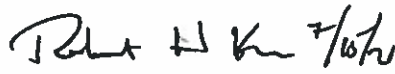
Please refer to issued Responses to Questions dated July 15, 2021.

Question #2:

Amendment #1 also indicated there will be a public bid opening on the amended bid due date. Will Guam provide a conference number that interested vendors can use to attend the public bid opening?

Response:

Yes, a zoom video conferencing is available for participation of the opening of the IFB. The General Services Agency will send the zoom link to all registered bidders if they wish to participate via zoom. For clarification IFB package must be submitted and stamped received by GSA at the time and date of bid opening.


/ CLAUDIA S. ACFALLE
Chief Procurement Officer

Please Print
Acknowledgement Copy (Re-Fax to GSA)

Received By: _____
Date: _____
Company Name: _____

Fax to: 475-1727 or 472-4217

Email to: gsaprocurement@gsadoa.guam.gov